


## Job Aid: How to Locate a Forum

**Please Note:** This Job Aid provides directions for finding an online Forum, which is the Operational Services Division's exclusive vehicle for accepting written questions associated with Statewide procurements.

Step	Screenshot	Directions
1		From the Comm-PASS home page click on the <b>Forums</b> tab
2		Select the <b>Search for a Bidder's Forum</b> link



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3		<p>The <b>Search for a Bidder's Forum</b> page allows you to enter specific criteria to refine your search. You can enter as little or as much criteria as you would like, including:</p> <ul style="list-style-type: none"><li>• Keywords</li><li>• Referenced Solicitation Number</li><li>• Document Status – This allows you three options, by leaving this blank your search results will be generated with active and inactive solicitations, or you can select active or inactive from the drop down list. It is recommended that you select Active when conducting a search for an open forum.</li><li>• Department</li><li>• Comm-PASS Category</li><li>• Date Range</li></ul> <p>Once you have completed any/all criteria, click on any of the <b>Search</b> buttons.</p>



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4		<p>In this scenario we conducted a search to locate any <b>OFF</b> (Office/Recreation/Education) and selected Active.</p> <p>The results are displayed at the top of the screen indicate that there is one forum found that matches the criteria.</p> <p>Select the link <b>There are 1 Forum(s) found that match your search criteria</b> to go to the Forum Search Result Page</p>
5		<p>The <b>Forums Search Result Page</b> will provide you with a general overview of the forum. Be sure to notice the QA Start and End date, which will identify the time period that is available for you to ask questions.</p> <p>Select the Eyeglass icon to go to the Forum.</p>